

SEPTEMBER 30, 2003
~~SEPTEMBER 30, 2002~~
~~SEPTEMBER 30, 2001~~
CONTRACT PERIOD THROUGH ~~SEPTEMBER 30, 2000~~

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **MOVING SERVICES FOR VARIOUS COUNTY AGENCIES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by the Board of Supervisors on **SEPTEMBER 16, 1998**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

WT/mm
Attach

Copy to:

- Clerk of the Board
- Jim Baker**, MCDOT
- Maxine Thorpe, Assessor's Office
- Carol Steele, County Attorney
- Steve Ellis, **MIHS**
- Patty Duncan**, Human Resources
- Barbara Frerichs**, Recorder's Office
- Steve Varscsak**, Facilities Management
- Sharon Tohtsoni**, Materials Management

(Please remove Serial 92325-SC from your contract notebooks)

SPECIFICATIONS ON CALL FOR BIDS FOR: **MOVING SERVICES FOR VARIOUS
COUNTY
AGENCIES**

1.0 **INTENT:**

To provide Moving Services for County Departments on an as required basis.

2.0 **TECHNICAL SPECIFICATIONS:**

2.1 **SCOPE:**

Contractor shall provide all labor, equipment and materials required for relocation of furniture, fixtures and supplies within the County in accordance with the following specifications:

2.1.1 Moves may or may not include packing, crating, and/or disassembly. The Contractor will supply packing materials at bid prices in attached PRICE SCHEDULE.

2.1.2 The hourly rates listed in the attached PRICE SCHEDULE shall apply from the time of arrival at the designated location from which the move begins until satisfactory completion of the move, as determined by the using department director or his designated representative, plus one hour travel time. Actual time charged to be in quarter hour increments.

2.1.3 Contractor will provide a written estimate to the using department director or his designated representative, prior to approval of each move. Estimates shall not exceed 10% of ~~actual cost~~ **the written estimates.**

2.1.4 Where "Dumping Charges" are assessed, these charges will be invoiced as a direct charge, full reimbursable.

2.2 **SPECIAL CONDITIONS:**

2.2.1 Personal items will not be moved.

2.2.2 All of contractor's personnel must be bonded.

2.2.3 County reserves right to consolidate moves through prior scheduling.

2.2.4 Contractor will be given a purchase order number for each move and this number must appear on Contractor's invoice.

2.3 **COUNTY DEPARTMENTS RESPONSIBILITIES:**

All County Departments using this contract are responsible for all preparation, execution and coordination of their own moves.

2.3.1 All departments using this contract will be responsible to assign 1 person to be their move coordinator to work with the vendor during the entire move. This person shall be

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responsible for all communications and instruction to the vendor. (Departments with recurring move requirements may elect to have an overall move coordinator and appoint individual project managers for more complex or high visibility requirements.)

2.0 TECHNICAL SPECIFICATIONS: (continued)

2.3 COUNTY DEPARTMENTS RESPONSIBILITIES:

2.3.2 At least ~~4~~ 2 weeks prior to the move date for planning purposes. The department move coordinator, shall meet with the vendor's move coordinator. At this time they should evaluate the move requirements, preparation, and time table. (Use attachment A checklist as a guideline.) A firm date for move should be given ~~2~~ 1 weeks prior to move. **Department should determine if Insurance in excess of ~~3.10.3~~ 3.11 is required for the move at this time.**

The vendor may be called upon to perform a "Short Notice Move" which by definition, would be a move that takes place within 5 working days of vendor notification. If the vendor's schedule can not accommodate such a move during normal business hours, the vendor may offer County departments the option of moving during off business hours.

The vendor must inform the requesting department of pricing differentials for such "Short Notice Moves" and off hour moves.

2.3.3 The department move coordinator should instruct all department personnel on move preparation packing for the move.

2.3.4 The department move coordinator or project manager will be responsible for ordering all needed supplies for move from the vendor.

2.3.5 The department move coordinator should be present and on site during the move to coordinate with the vendor and resolve all problems as they arise.

2.3.6 Within 1 week of the move the department move coordinator will be responsible to have a non stock requisition prepared and forwarded to Materials Management for the total dollar amount of the move.

2.3.7 All damages should be documented on the attached damage report form, (Attachment B) **or an equivalent form provided by the vendor.** Vendor will not be paid until all damage issues are resolved.

2.3.8 Departments are responsible for completing forms #~~286~~ 7730 1810 for assets being returned to the surplus warehouse for disposal.

2.4 VENDOR RESPONSIBILITIES:

2.4.1 Vendor must assign 1 person for the term of the contract, who will be the Maricopa County Moving Contract Representative, to estimate, coordinate, and work with County representative for all moves.

2.4.2 The vendor representative will be responsible for providing written estimates to all County departments for moves. Estimates must include:

- 2.4.2.1 Access/egress routes
- 2.4.2.2 Elevator use
- 2.4.2.3 Work time table
- 2.4.2.4 Items/equipment not to be moved by the vendor due to warranty etc.

2.0 TECHNICAL SPECIFICATIONS:

2.4 VENDOR RESPONSIBILITIES: (continued)

2.4.3 The vendor representative will be responsible for coordinating, with each department move coordinator, on move preparation, instructions, and any other needed assistance. (Use attached checklist.)

2.4.4 The vendor representative will be required to be on site or available by phone for all moves, to resolve any problems and provide advice during the move.

2.4.5 All damages should be documented on the attached damage report form. (Attachment B) Vendor will not be paid until all damage issues are resolved.

~~2.4.6 Vendor must schedule appointment with Central Stores for delivery to the surplus warehouse. Vendor will be charged Thirty Dollars (\$30.00) for missed appointments.~~

3.0 GENERAL SPECIFICATIONS:

3.1 LANGUAGE FOR REQUIREMENTS CONTRACTS:

Vendors signify their understanding and agreement by signing this document, that the contract resulting from this bid will be a requirements contract. However, this contract does not guarantee that any purchases will be made.

It only indicates that if purchases are made for the services contained in this contract, that they will be purchased from the vendor awarded that item. Orders will only be placed when a need is identified by a using agency or department and proper authorization and documentation have been approved.

3.2 CONTRACT LENGTH:

This call for bids is for awarding a firm, fixed price purchasing contract to cover a two (2) year period.

3.3 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this agreement up to a maximum of three(3), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.4 ESCALATION:

Any requests for price adjustments must be submitted thirty (30) days prior to the Contract renewal date. Justification for the requested adjustment in cost of labor and/or materials must be accompanied by appropriate documentation. Escalation shall not

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exceed the increase in the U.S. Department of Labor (Bureau of Labor Statistics) Consumer Price Index for Urban Consumers. Increases shall be approved in writing by the Materials Management Department prior to any adjusted invoicing submitted for payment.

3.0 GENERAL SPECIFICATIONS: (continued)

3.5 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant agreement for convenience by providing sixty (30) calendar days advance notice to the vendor.

3.6 TERMINATION FOR DEFAULT:

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after it is deemed by the County, that the vendor has failed to remedy the problem after being forewarned.

3.7 TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate this Agreement. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of, a substantial violation of any provision of this Agreement, then the County may terminate this Agreement. Prior to termination of this Agreement, the County shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

3.8 APPROPRIATION CONTINGENCY:

The vendor recognized that any agreement entered into shall commence upon the day first provided and continued in full force and effect until termination in accordance with its provisions. The vendor and the County herein recognized that the continuation of any contract after the close of any given fiscal year of the County which fiscal years end on June 30 of each year, shall be subject to the approval of the budget of the County providing for or covering such contract item as an expenditure therein. The County does not represent that said budget item will be actually adopted, said determination being the determination of the County Board of Supervisors at the time of the adoption of the budget.

3.9 ORGANIZATION - EMPLOYMENT DISCLAIMER:

The agreement is not intended to constitute, create, give rise to or otherwise recognize a joint venture agreement or relationship, partnership or formal business organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth in the agreement.

The parties agree that no persons supplied by the Contractor(s) in the performance of obligations under the agreement are considered to be County employees, and that no rights of County civil

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service, retirement or personnel rules accrue to such persons. The Contractor(s) shall have total responsibility for all salaries, wages, bonuses, retirement withholdings, workmen's compensation, other employee benefits and all taxes and premiums appurtenant thereto concerning such persons, and shall save and hold the County harmless with respect thereto.

3.0 **GENERAL SPECIFICATIONS:** (continued)

3.10 **INDEMNIFICATION:**

To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the County, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend hold harmless and indemnify the County, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work to services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

3.11 **INSURANCE REQUIREMENTS:**

General Clauses. The Contractor, at its own expense, shall purchase and maintain the minimum insurance specified below with companies duly licensed, with a current A.M. Best, Inc. Rating of B++6, or approved unlicensed by the State of Arizona Department of Insurance.

Additional Insured. The insurance coverage, except Workers' Compensation and Professional Liability, required by this Contract, shall name the County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

Coverage Term. All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of the County, constitute a material breach of this Contract.

Primary Coverage. The Contractor's insurance shall be primary insurance as respects the County, and any insurance or self insurance maintained by the County shall not contribute to it.

Claim Reporting. Any failure to comply with the claim reporting provisions of the policies or any breach of a policy warranty

shall not affect coverage afforded under the policies to protect the County.

Waiver. The policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the County, its agents, representatives, directors, officers, and employees for any claims arising out of the Contractor's work or service.

3.0 **GENERAL SPECIFICATIONS:** (continued)

3.11 **INSURANCE REQUIREMENTS:** (continued)

Deductible/Retention. The policies may provide coverage, which contain deductibles or self insured retentions. Such deductible and/or self insured retentions shall not be applicable with respect to the coverage provided to the County under such policies. The Contractor shall be solely responsible for the deductible and/or self insured retention.

Copies of Policies. The County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the above policies and/or endorsements. The County shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the County's right to insist on, strict fulfillment of Contractor's obligations under this Contract.

Commercial General Liability. Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$1,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual covering, but not limited to, the liability assumed under the indemnification provisions of this Contract which Coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011093 or any replacements thereof. The Commercial General Liability additional insured endorsement will be at least as broad as the Insurance Service Office, Inc. Additional Insured, Form B, CG 20101185.

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims.

Automobile Liability. Contractor shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's any owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services. Coverage will be at least as broad as coverage code 1, "any auto", (Insurance Service Office, Inc. Policy Form CA 00011293, or any replacements thereof).

Inland Marine Coverage: (VALUATION PROTECTION). A certificate of insurance evidencing insurance coverage of property owned by Maricopa County for damage on full replacement cost value and "all risk" basis. (\$50,000.00 Blanket coverage required)

Workers' Compensation. The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services; and Employer's

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Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

In case any work is subcontracted, the Contractor will require the Subcontractor to provide Worker's Compensation and Employer's Liability to at least the same extent as required of the Contractor.

3.0 GENERAL SPECIFICATIONS: (continued)

3.12 CERTIFICATES OF INSURANCE:

Prior to commencing work or services under this Contract, Contractor shall furnish the County with Certificates of Insurance, or formal endorsements as required by the contract, issued by Contractor's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect.

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the work or services and as evidenced by annual Certificates of Insurance.

3.13 CANCELLATION AND EXPIRATION NOTICE:

Insurance evidenced by this Certificate shall not expire, be canceled, or materially changed without fifteen (15) days prior written notice to the County. If a policy does expire during the life of the contract, a renewal Certificate must be sent to the County fifteen (15) days prior to the expiration date.

All Certificates of Insurance required by this Contract shall be identified with a bid serial number and title. A \$25.00 administrative fee shall be assessed for all Certificates received without the appropriate bid serial number and title.

3.14 SUBCONTRACTING:

The Contractor may not assign this contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the contract serial number and identify the job project.

The subcontractor's rate for the job shall not exceed that of the prime contractor's rate, as bid in the pricing section, unless the prime contractor is willing to absorb any higher rates. The subcontractor's invoice shall be invoiced directly to the prime contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the subcontractor's invoice must accompany the prime contractor's invoice.

3.15 CHANGE ORDERS:

Maricopa County may institute changes or modifications to the specifications and will notify all participants by an addendum to this Request for Bids.

3.16 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete services to this contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally, to the amount of service reduced in accordance with the bid price. Should

additional services be required from this contract, prices for such additions will be negotiated between the Vendor and the County.

3.17 INCORPORATION OF BID INTO THE CONTRACT:

The contents of this solicitation and the selected firm's response are to be incorporated into the contract.

3.0 GENERAL SPECIFICATIONS: (continued)

3.18 AMENDMENTS:

All amendments to this contract must be in writing and signed by both parties.

3.19 CONTRACT COMPLIANCE MONITORING:

The Materials Management Department and using departments shall monitor the Contractors compliance with, and performance under, the terms and conditions of the Contract. The Contractor shall make available for inspection and/or copying by the County all records and accounts relating to the work performed or the services provided in this Contract.

3.20 VALIDITY:

The invalidity, in whole or in part, of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

3.21 CONFORMATION WITH THE LAW:

This service shall be accomplished in conformity with the laws, ordinances, rules, regulations and zoning restrictions of the United States of America, the State of Arizona, County of Maricopa, and the City of Phoenix.

3.22 NON-DISCRIMINATION:

The Contractor in the performance of this contract will not discriminate against any employee for employment based on race, religion, sex, national origin or disability.

3.23 COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 (IRCA) REQUIRED:

Contractor understands and acknowledges the applicability of the IRCA. Contractor agrees to comply with the IRCA in performing under this Agreement and to permit County inspection of personnel records to verify such compliance.

3.24 NON-COLLUSION:

The Contractor expressly warrants and certifies that neither the Contractor nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in conjunction with this bid.

3.25 COVENANT AGAINST CONTINGENT FEES:

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona-fide employees or

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bona-fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach of violation of this warranty, the County shall have the right to terminate this Agreement in accordance with the termination clause, and at its sole discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

3.0 GENERAL SPECIFICATIONS: (continued)

3.26 FINANCIAL STATUS:

All vendors shall make available upon request a current audited financial statement, a current audited financial report, or a copy of a current federal income tax return. Failure or refusal to provide this information within five (5) business days after communication of the request by the County shall be sufficient grounds for the County to reject a bid or proposal, and/or to declare a vendor non-responsive and/or non-responsible, as those terms are defined in the Maricopa County Procurement Code.

If a vendor is currently involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a Contractor or receiver has been appointed over all or a substantial portion of the property of the vendor under federal bankruptcy law or any state insolvency law, the vendor must provide the County with that information as part of its bid/proposal/quote. The County may consider that information during evaluation of the bid/proposal/quote. The County reserves the right to take any action available to it if it discovers a failure to provide such information to the County is a bid/proposal/quote, including, but not limited to, determination that the vendor should be declared non-responsive and/or non-responsive, and suspension or debarment of the vendor, as those terms are defined in the Maricopa County Procurement Code.

By submitting a bid/proposal/quote in response to this solicitation, the vendor agrees that, if, during the term of any contract it has with the County, it becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution or liquidation proceeding, or if a Contractor or receiver is appointed over all or a substantial portion of the property of the vendor under federal bankruptcy law or any state insolvency law, the vendor will immediately provide the County with a written notice to that effect, and will provide the County with any relevant information it requests to determine whether the vendor will meet its obligations to the County.

The Contractor may not assign this contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County.

3.27 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or consultant to any other party of the contract with respect to the subject matter of the contract. Additionally, pursuant to A.R.S. § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in

initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the contract.

3.0 GENERAL SPECIFICATIONS: (continued)

3.28 PROMPT PAYMENT DISCOUNT:

Maricopa County, through its "Continuous Improvement Initiatives" has identified Vendor Payment as a process requiring attention and improvement. Maricopa County has initiated changes in this area, which are intended to both improve and expedite this process. In light of these efforts, vendors are strongly encouraged to offer Maricopa County Cash Discounts for Prompt Payment Terms. Invoices reflecting such Cash Discounts will be processed with the highest priority.

3.29 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The Department, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of any and all said materials.

3.30 ADEQUACY OF RECORDS:

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that allowable services were provided. The Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

3.31 AUDIT DISALLOWANCES:

If at any time it is determined by the Department that a cost for which payment has been made is a disallowed cost, the Department shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the Department either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

3.32 P.O. CANCELLATION LANGUAGE:

The Department of Materials Management reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the vendor but only for actual and documentable costs incurred by the vendor due to and after issuance of the Purchase Order. The County will not reimburse the vendor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

Vendors agree to accept verbal notification of cancellation from the Department of Materials Management with written notification to follow. By submitting a bid/proposal in response to this solicitation, the vendor specifically acknowledges to be bound by this cancellation policy.

3.33 REFERENCES:

Vendors must provide at least five (5) reference accounts to whom they are presently providing this service. Included must be name of government or company, individual to contact, phone number and address. Preference in awarding this Contract may be given to Contractors furnishing government accounts similar in size to Maricopa County.

3.0 GENERAL SPECIFICATIONS: (continued)

3.34 BID PROTESTS AND DISPUTE RESOLUTION:

Bid protests and contract disputes shall be handled in accordance with the provisions of Article 9, MC1-905, MC1-906, respectively, of the Maricopa County Procurement Code.

3.35 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

3.36 SECURITY AND PRIVACY:

The Contractor agrees that none of its officers or employees shall use or reveal any research or statistical information furnished by any person and identifiable to any specific private person for any purpose other than the purpose for which it was obtained. Copies of such information shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceedings, unless ordered by a court of competent jurisdiction. The County shall be notified immediately upon receipt of any such order of court, pertaining to production of such information.

The Contractor shall incorporate the foregoing provisions of this paragraph in all of its authorized subcontracts.

3.37 CONTRACTOR RESPONSIBILITY:

The Contractor will be responsible for any damages whatsoever to County property as applicable when such property is the responsibility or in the custody of the Contractor, his employees or subcontractors.

3.38 CONTRACTOR LICENSE REQUIREMENT:

The Contractor shall procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of his business. He shall keep himself fully informed of existing and future Federal, State, and Local laws, ordinances and regulations which in any manner affect the fulfillment of this contract and shall comply with the same.

Vendors furnishing finished products, materials or articles of merchandise that will require installation or attachment as a part of the Contract, shall possess any licenses required by the Arizona Registrar of Contractors. A vendor is not relieved of its obligation to possess the required licenses by subcontracting out the labor portion of the contract. Vendors are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1502 to ascertain licensing requirements for a particular

contract. Vendors shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

3.39 AMPLIFYING DATA:

Should any bidder wish to submit amplifying data with this bid, a statement should be made on the bottom of the bid that such amplifying material is a part of the bid and attach material to the bid form(s).

3.0 GENERAL SPECIFICATIONS: (continued)

3.40 GUARANTEE:

The materials and supplies called herein shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examination and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

3.41 DELIVERY:

It shall be the bidder's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain material on the open market in the event the bidder fails to make delivery and any price differential will be charged against the Contractor.

3.42 OFFSET FOR DAMAGES:

In addition to all other remedies at Law or Equity, the County may offset from any money due to the bidder any amounts bidder owes to the County for damages resulting from breach or deficiencies in performance under this contract.

3.43 PROVISIONS OF BID DOCUMENTS:

All bids must comply with and not deviate from the provisions of the bid documents. Failure to meet a material requirement of the bid documents shall be reason for rejection of a bid.

3.44 INCURRING COSTS:

Maricopa County is not responsible for any costs incurred in preparing this bid, including the acquisition of supplies and/or personnel until a contract is awarded by the Maricopa County Board of Supervisors.

3.45 PUBLIC RECORD:

All information submitted relating to this bid, except for proprietary information, shall become part of the public record.

3.46 CONFORMANCE TO THE MARICOPA COUNTY PROCUREMENT CODE:

If any bidder believes that any aspect of this solicitation is inequitable or impracticable of performance, they will proceed in accordance with the Maricopa County Procurement Code, Section MC1-905, to secure an administrative determination on this point.

3.47 EVALUATION CRITERIA:

The evaluation of this bid will be based on but not limited to the following:

3.47.1	Compliance with specifications
3.47.2	Cost
3.47.3	Vendor performance history
3.47.4	References

3.0 GENERAL SPECIFICATIONS: (continued)

3.48 AWARD:

The County reserves the right to award in whole or in part, by item, group of items, by section or geographic area where such action serves the County's best interest.

3.49 MBE/WBE PARTICIPATION:

Vendors submitting proposals are encouraged to solicit MBE/WBE participation on this contract. A list of certified MBE/WBE enterprises may be obtained by contacting George Bravakos, Contracts Compliance Coordinator for Maricopa County at (602) 506-4068. Please indicate in your bid response MBE/WBE areas of involvement for monitoring purposes.

3.50 PRICE REDUCTIONS:

By submitting a bid or proposal in response to this solicitation, vendors agree to guarantee that Maricopa County is receiving the lowest price offered by your company to other customers for similar services at comparable volumes in a similar geographic area. If at any time during the contract period your company offers a lower price to another customer, notification not be made of price reductions, upon discovery Maricopa County shall reserve the right to take any or all of the following actions:

3.50.1 Cancel the contract, if it is currently in effect.

3.50.2 Determine the amount, which the County was overcharged and submit a request for payment from the vendor for that amount.

3.50.3 Take the necessary steps to collect any performance surety provided on the applicable contract.

3.51 CONTRACT ADMINISTRATION:

To help insure contract compliance, a contract administration process will be an integral part of this contract. County employees will be assigned as contract monitors for key locations throughout the County. Materials Management and the user organizations will utilize the procedure. This contract administration process is an audit and feedback system and will be in addition to any of the other policies and procedures contained herein. The Contract Administration Process is a total quality management tool that empowers the hands-on users to monitor and assure contract compliance.

The vendors should know in the bidding process that the successful bidder will be closely monitored for contract compliance. No additional cost is anticipated to be incurred by the successful bidder by the presence of the contract administration process as long as contract compliance is maintained. Except for the more formalized feedback of findings, the normal vendor/user relationship will exist when within compliance and the contract administration process should be transparent.

3.52 REGISTRATION:

Vendors are required to be registered with Maricopa County prior to receiving an award for any County Business. Failure to comply with this requirement will cause your bid to be declared non-responsive. Registration Forms are available from the Department of Materials Management, 320 West Lincoln Street, Phoenix, Arizona 85003 or by calling (602) 506-3244.

3.0 GENERAL SPECIFICATIONS: (continued)

3.53 SUBMISSION PRICE CLARITY:

For reasons of clarity all submissions of pricing (pricing page) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive. Minimum purchase requirements (if any) must be explained in writing by the bidder.

3.54 INQUIRIES:

All inquiries concerning information contained herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 WEST LINCOLN
PHOENIX AZ 85003

Administrative telephone inquiries shall be addressed to:

~~BARBARA SHAHEEN~~ **DORENE DOOLEY**, PROCUREMENT ~~SPECIALIST~~ **CONSULTANT-**
(602) 506-8020

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

~~BS/af~~ DD/lc
cc: VARIOUS

=====

ABC MOVING INC., 3326 W E. WIER AVENUE, PHOENIX, AZ 85040

4.0 PRICING:

B0602610

S042101

4.1 LABOR CHARGES

8:00 a.m. - 5:00 p.m.	\$ <u>30.00</u>	\$ <u>15.00</u>	\$ <u>40.00</u>
Monday thru Friday	Truck and	Laborer	
Forklift &			
Driver			
	**Per Hour	*Per Hour	**Per Hour
All other hours.	\$ <u>45.00</u>	\$ <u>22.50</u>	\$ <u>60.00</u>
	Truck and	Laborer	Forklift &
Driver			
	**Per Hour	*Per Hour	**Per Hour

* Per hour charge for laborer(s) includes the use of hand trucks, tools, dollies, and any equipment required other than powered truck(s) and/or forklifts.

** Per hour charge to remain the same regardless of truck or forklift size. Contractor shall use an appropriate size truck or forklift and sufficient number of 4 wheel dollies, rolling carts, etc., to expedite the move and minimize the number of hours for transport.

SHORT NOTICE MOVE

4.1a LABOR CHARGES

8:00 a.m. - 5:00 p.m.	\$ <u>30.00</u>	\$ <u>15.00</u>	\$ <u>40.00</u>
Monday thru Friday	Truck and	Laborer	
Forklift &			
Driver			
	**Per Hour	*Per Hour	**Per Hour
All other hours.	\$ <u>45.00</u>	\$ <u>22.50</u>	\$ <u>60.00</u>
	Truck and	Laborer	Forklift &
Driver			
	**Per Hour	*Per Hour	**Per Hour

* Per hour charge for laborer(s) includes the use of hand trucks, tools, dollies, and any equipment required other than powered truck(s) and/or forklifts.

** Per hour charge to remain the same regardless of truck or forklift size. Contractor shall use an appropriate size truck or forklift and sufficient number of 4 wheel dollies, rolling carts, etc., to expedite the move and minimize the number of hours for transport.

4.2 PACKING MATERIALS

SERIAL 98087-SC

Book Cartons	\$ <u>.90</u> /each
Box, Disk Pak	\$ <u>3.50</u> /each
Box, 3 cu. ft.	\$ <u>1.10</u> /each
Box, 4.5 cu. ft.	\$ <u>1.80</u> /each
Tape	\$ <u>1.10</u> /roll
Wrapping Paper	\$ <u>.75</u> /pound
Labels	\$ <u>2.00</u> per/hundred

ABC MOVING INC., 3326 W E. WIER AVENUE, PHOENIX, AZ 85040

4.3 Storage Charges \$ 6.00 /month per pallet 4x4

4.4 Storage Charges \$.45 /month per Sq. Ft.

4.5 Storage Vaults \$ 25.00 per month/vault
(5x7x7 approx.)

** 4.6 Valuation Protection, in addition
to 3.11 coverage to be offered
on moves, at the option of using
department. \$ 5.00 per/thousand Coverage

4.7 Over night storage/in Trailer/
Truck \$.00 per/night

TERMS: 2%, 15 Days

FEDERAL TAX ID NUMBER: 86-0627303

TELEPHONE NUMBER: (602) 254-7181

FAX NUMBER: (602) 243-0123

CONTACT PERSON: DANIEL LAMAS

VENDOR NUMBER: 860627303

CONTRACT PERIOD: TO COVER PERIOD ENDING ~~SEPTEMBER 30, 2000~~
~~SEPTEMBER 30, 2001~~
SEPTEMBER 30, 2002 2003.